Kentucky Department of Education (KDE - OAA)

Student Data Review and Rosters

SDRR 2015-4 Year, 2014-5 Year, 2013-6 Year Adjusted Cohort Graduation Rate and 2016, 2017 and 2018 preliminary reports Student Data Review User Manual

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Welcome Screen

To log in, open your web browser, and navigate to https://oaa-adc.education.ky.gov/. You will see this page.

Please note that SDRR now works in Internet Explorer, Firefox, Safari, and Chrome. The application works on PC or Mac. There is no need to change the screen resolution.

District Assessment Coordinators (DACs) will log in with the same user name (which must be in ALL CAPS) and password used to access the secure web applications provided by the Office of Knowledge, Information, and Data Services (KIDS). All DACs have already been provided access, and the District WAAPOC can add school and district level users access by granting them the appropriate permissions for their school(s) upon request of the DAC. **The Office of Assessment and Accountability does not manage user names or passwords; those are handled on a local level by the District WAAPOC.** There is a link below the log in box to request a hint if you have forgotten your user name and/or password.

Log In

Enter your user name and password where indicated, in the blue box on the right side of the log in page. If you are a DAC, district-level user, or a BAC with access to multiple schools, you will see a pop-up box (as shown below) appear asking you to select the data you wish to view. This can be changed later without logging out (also as shown below). DACs are encouraged to select the District, as this will give access to all schools' data. BACs with access to multiple buildings should select the first school they wish to review.

Data from **multiple** schools are available to you. However, you may only access one entity at a time.
Please select a school or district that is available to you from the list below, and the selected data will load automatically.

- ● Adair County - Data Editor
- ○ Adair County High School - Data Editor
- ○ Atherton High School - Data Editor
- ○ Jefferson County - Data Editor

[Go] [Cancel]

Your Location:
Adair County
[Change Access Location]

Home Page

- The large buttons indicate which sections of SDRR are open by their color – green is open, red is closed. Users can click on the button to navigate to the appropriate section, or directly on the links within each button.

- The opening and closing dates are displayed in each section.

Cohort SDRR Section

Home > Cohort

Cohort

This module is the location for viewing Cohort Student Listing. All changes must be made in Infinite Campus.

Jump to Top

Data Last Updated 2/6/2015

From : 1/26/2015 9:00:00 AM EDT To : 5/1/2015 5:00:00 PM EDT

Grade 12 students with blank end statuses are temporarily set to On-Time Status.

SDRR Tasks	Quick Links	Changes

☐ **Review Gender, Race/Ethnicity, IEP, EL/LEP, and Lunch. If incorrect, submit a change request as well as make change in local edition of Infinite Campus.**	Cohort Student Listing
	  * 2013 6 Year Cohort
	  * 2014 5 Year Cohort
	  * 2015 4 Year Cohort
		Total : 0

☐ **Review End Status and make corrections as needed in local edition of Infinite Campus.**	Cohort Change Listing	New : 0
☐ **Review End Date and make corrections as needed in local edition of Infinite Campus.**	Download - Cohort	Updated - Need Info : 0
☐ Review Accountable School. If incorrect, submit change request.	Future Cohort Student Listings [1]	Denied : 0
☐ Review Non Participation. If student is Foreign Exchange, in incorrect Cohort, or a Verified Transfer, submit change request.	*2016 Preliminary Cohort Report- First time grade 9 enrollments during 2012-2013	Closed : 0
☐ Review Cohort Review Change listing in SDRR, noting any Denied or Updated changes for possible further action.	*2017 Preliminary Cohort Report- First time grade 9 enrollments during 2013-2014	Approved : 0
☐ Update any student changes that are marked as updated by OAA staff, to provide the information requested.	*2018 Preliminary Cohort Report- First time grade 9 enrollments during 2014-2015	Pending OAA Approval : 0
☐ At the end of the Cohort review window, save a copy of the Cohort student listing.	[1] These reports are for informational purposes only. Lists contain students assigned to these cohort reports for your district, but may change due to future enrollment/withdrawals.	[All Reports] ▼

On the left side of the SDRR application (screen shot above), there is a list of tasks that should be completed during the initial viewing of the cohort. As the tasks are completed users can check them off on the list, and any incomplete tasks will be shown in bold for a quick visual check of remaining work to do during cohort data review. **The items in gray will be unlocked during the 10 day ticket submission data review period.**

Cohort Student Listing

Choose the Cohort Student Listing by clicking in the Quick Links box. The 2013 6 year should contain the same students that were in your 2013 4 and 5 year reports. Check to make sure all students who graduate in their 6th year shows correctly. The 2014 5 year should contain the same students that were in your 2014 4 year. Check to make sure all students who graduate in their 5th year shows correctly. The 2015 4 Year is the new report for the 2014-2015 school year.

After you choose the cohort student listing that you want to review, you will see the list. Example screen shot is on the next page.

Kentucky Department of Education (KDE - OAA)
Student Data Review and Rosters

Cohort Student Listing

Student Name or SSID   [Search] [Clear]

257 rows returned

Updatable	Full Name	Grade	SSID	DOB	Gender	Race/Eth	Accountable School	Last Enrolled School	Non Part	IEP	EL/LEP	Lunch	Diploma Type	End Status	End Date	OnTime
Yes	ABBASOVA, CHRISTOPHER AGUIRRE	12	9999999999	09/13/1995	M	Hisp: No Race: W	Adair County High School	Adair County High School	-	No	No	Paid	General Diploma	G02	05/30/2014	Yes
Yes	ABBASOVA, LANDYN	12	9999999999	06/28/1996	M	Hisp: No Race: W	Adair County High School	Adair County High School	-	Yes	No	Free	General Diploma	G02	05/30/2014	Yes
Yes	ABBASOVA, MACKENZIE KATHERINE	12	9999999999	02/14/1996	F	Hisp: No Race: W	Adair County High School	Adair County High School	-	No	No	Free	Advanced Diploma	G02	05/30/2014	Yes
Yes	ABBASOVA, NOAH AGUIRRE	12	9999999999	06/10/1996	M	Hisp: No Race: W	Adair County High School	Adair County High School	-	Yes	No	Free	Alternative HS Diploma	G02	05/30/2014	No
Yes	ABBASOVA, SAMANTHA MARIE	12	9999999999	10/12/1995	F	Hisp: No Race: W	NA	Adair County High School	VT	No	No	Free	None	W22	08/14/2013	NA
Yes	ABBASOVA, SHELBY MARIE	12	9999999999	12/14/1995	F	Hisp: No Race: W	Adair County High School	Adair County High School	-	No	No	Paid	Advanced Diploma	G02	05/30/2014	Yes

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18

[Save Excel] [Save PDF] [Filters]

The student listing may be saved/exported in Excel or PDF formats by clicking on the buttons at the bottom left.

Filters

- Click on the Filters button at the bottom left.
- You can filter the student list to view different groups as follows:
  - By All Students, Accountable to District, Not Accountable to District
  - By first letter of last name
  - By grade level

- o By Cohort Year (Cohort Type)
- o On Time Status
- o District
- o School

- District level users will also be able to filter by schools within their district. School level users will only see their own school.

Select as many filters as you wish, and click Apply. To reset filter selections and start over, click the Clear Filter Selections button. Click the Cancel button to close the filter menu and return to the student list.

As shown above, there are several accountability filters:
- o All Students or * – **this is the default view on the filter for data review**, and includes all students in specific cohort
- o Accountable – Students Accountable to district or school (Yes)
- o Not Accountable, such as accountable to state (No), or NA (Removed from Cohort due to Verified Transfer or Foreign Exchange Student)

If filters have been applied, the export will reflect those selections.

Export to Excel or PDF

The student listing may be exported, and filters may be applied prior to exporting if needed.

IMPORTANT NOTE: The Excel and PDF exports are provided as a convenience to school and district staff, and are intended to be used in identifying students whose information is incorrect and to provide information about changes. **Making changes to an exported file will NOT result in SDRR changes.** Requests for SDRR changes MUST be made online in the application.

If you have Excel 2007, you will see the following message when the file is opening:

> Do you want to open or save **CohortStudentListing.xls** (47.9 KB) from **edoaawebt1**? Open Save ▼ Cancel ×
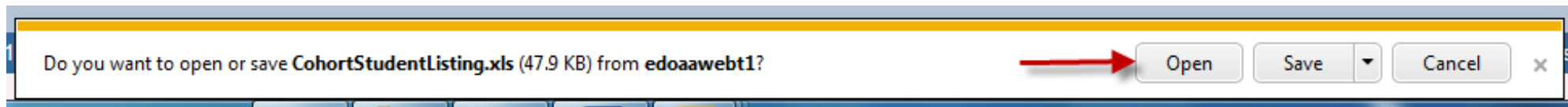
To open the file, Click Open. If you save the file as an Excel 1997-2003 workbook, you will no longer see this message. This is the same for the PDF.

> Do you want to open or save **CohortStudentListing.pdf** (67.3 KB) from **edoaawebt1**? Open Save ▼ Cancel ×
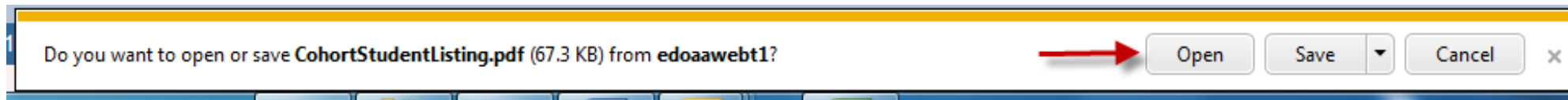
If you see this message when opening Excel, then you are opening this into a new version of Excel. Go ahead and click on Yes and it will open the file in Excel.

> Microsoft Excel
>
> The file you are trying to open, 'CohortStudentListing-8.xls', is in a different format than specified by the file extension. Verify that the file is not corrupted and is from a trusted source before opening the file. Do you want to open the file now?
>
> Yes   No   Help
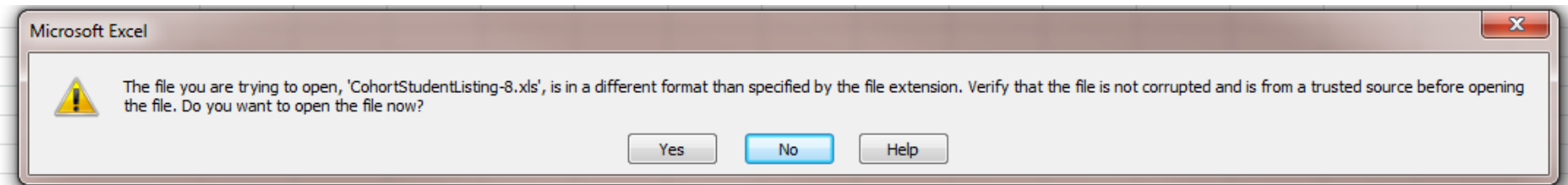
Change Student Information

All student information can be viewed on the Student Listing and **ONLY during Data Review Periods** will you be able to change through SDRR.

Data Verification

How do I use this data to check my data?

1. You can use the Filters option at the bottom of the screen to filter for each section.

2. Verify that the demographics are correct for each student. Leave the filters set to all students as indicated by the asterisk (*). You wil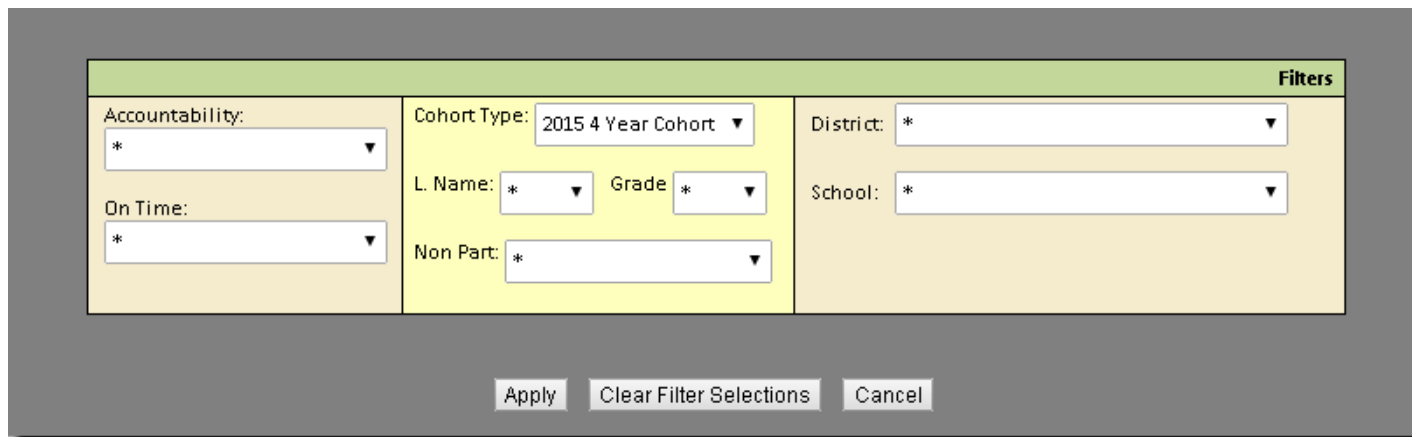l want to check gender, race, IEP, EL/LEP and lunch status. Corrections should be made in Infinite Campus as well as entering a change request in SDRR. If it looks like there is a larger scale problem for any of these fields, please let us know so we can evaluate if the data has been extracted correctly. Send an e-mail to KDEAssessment@education.ky.gov with subject line Cohort Question. **Please note that whatever demographics are listed will be reported, so check these for errors.**

3. Filter by School and then by each section below to determine if the data is correct.

a. On Time

    i. **No**- First look at students are listed as No. These students should either be 2015 cohort students who have not graduated, a dropout (Withdrawal codes W23, W24, W25 or CO1 with no following enrollment), earned a GED (W26 or W27 withdrawal codes) or earned an alternative diploma. Alternative Diplomas and GED's are not defined by the U.S. Department of Education as a regular high school diploma. If the student graduates on time with a regular diploma prior to July 31st, they should be listed as Yes (On Time).

    ii. **NA**- These are students who have been marked as Non Participants because they are Foreign Exchange Students (indicated on enrollment screen), Verified Transfers (W20, W21 or W29 withdrawal codes), Deceased (W08 withdrawal code) or Withdrawn due to medical issues (W07 withdrawal code). **Note: Beginning with the current school year (2014-15), W22 withdrawals**

are only used for transfers between Kentucky Public Schools. Out of state enrollments are indicated with an end status of W29. If a school ends an enrollment with a W22 and there is not an enrollment in another Kentucky public school, after the W22, the student will remain a dropout.

    iii. **Yes***- All students who graduated in four years (for 4 year report) or five years (for five year report) with a regular high school diploma.

*** For preliminary reports, grade 12 students with blank end statuses are temporarily set to On-Time Status. After the end of the school year (July 31), any student in grade 12 who does not have a graduation end status (G01-G04) will be changed to Not On-Time.**

  b. Accountability

    i. Accountable are all students whose last enrollment was at this school.

    ii. Not accountable are students who are state accountable (wards of the court or state placed into A5 or A6 programs) or district accountable. These students are not part of the cohort rate calculation for this school.
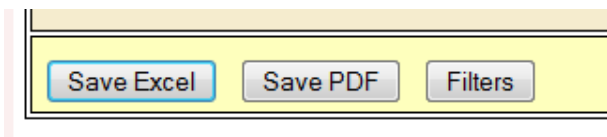

4.   What do I do if something is wrong?

  a. All changes should be made in Infinite Campus.

  b. Change requests can be submitted for fields in bold on the student listing **(Only during Data Review Period).**

c. If there are changes that cannot be made in Infinite Campus, send an e-mail to the kdeassessment@education.ky.gov mailbox with the Cohort Questions in Subject line.

5. If you want to provide this data to schools for verification, you can choose the school, the cohort type (defaults to the list that you chose) and all other options are indicated with all students (*). Apply the filter and choose Save Excel or Save PDF. If you get errors while opening the Excel, you may have a different version of Excel and can ignore the errors. Once the data loads to Excel, you can save it to whatever format of Excel that you or your schools are using.

You can also create this list by clicking on Download- Cohort from the initial Cohort Menu.

You can then set filters for the download.as shown on following page:

Download - Cohort

Download Student Listing Data:

		Filters
Accountability:	**Test Type** ◆ ▼	**District:** ◆ ▼
◆ ▼	◆	
	L. Name 2015 4 Year Cohort ▼	**School:** ◆ ▼

Clear Filter Selections

Save Student Listing Excel   Save Student Listing PDF

Download Change Listing Data:

	Filters
District:	◆ ▼
School:	◆ ▼
Change Status	◆ ▼
Test Type	◆ ▼

Clear Filters

Save Change Listing Excel   Save Change Listing PDF

Calculate a preliminary adjusted cohort graduation rate

To calculate a preliminary rate, follow the instructions below. The example is for a 2015 4 year rate for a school. The 2014 5

year rate can be calculated by choosing the 2014 5 Year Cohort and set the other filters as shown below.

2015 Four Year Adjusted Cohort Graduation Rate Calculation Formula

Number of cohort members who earned a regular high school diploma by the end of the 2014-15 school year **A**
_____
Number of first-time 9th graders in the fall of 2011 (starting cohort) plus students who transferred in,
Minus students who transfer out, emigrate or die during school years 2011-12, 2012-13, 2013-14 and 2014-15 **B**

For Numerator (A of formula shown above)

Scroll down to bottom of page and click on Filters. Choose District, School, On Time= Yes, Accountability = Accountable and Non Part= Participated. Leave cohort type = 2015 4 year. Apply filter and then scroll to top. The number of rows returned is shown. That is the numerator for the formula. Example below shows 182.

Denominator (Part B of formula shown above)

For the Denominator for the bottom part of the formula, you can get by one step if you just want the total or you can do in two steps if you want to see each part of that equation

So for this example, A is equal to 182. B is equal to 218 and C is equal to 22. The adjusted cohort graduation rate for this example is 182/218-22*100 = 92.9%.

End Status/Withdrawal Codes

Graduate End Codes

- G01- A pupil who completes the school year in the school of the most current enrollment **On-Time Graduate 4 and 5 year reports**

- G02- A pupil who graduates in four (4) years. If a student graduates during the summer they have until the start of the next school year to be included in the prior year. **On-Time Graduate 4 and 5 year reports**

- G03- A pupil who graduates in five (5) years. **On-Time Graduate for 5 year report only. Not On-Time for 4 year report.**

- G04- A pupil who graduates in six (6) or more years **Not On-Time Graduate for 4 or 5 year report.**

Verified Transfers (Removed from Cohort and Non-Participation = 'VT')

- W07-A pupil withdrawn due to those communicable medical conditions that pose a threat in school environments listed in 902 KAR 2:020, Section 1(1), accompanied by a doctor's statement certifying the condition or any other health-related condition for which the student is too ill to participate in regular school attendance or local homebound instructional services or if the student has obtained a doctor's statement certifying the condition.

- W08- A pupil withdrawn due to death

- W20- A pupil transferred to a home school. The re-entry code to use with W20 shall be R20

- W21- A pupil transferred to a nonpublic school (excluding home school)

- W22*- A pupil who has transferred to another public school district and for whom a request for student records has been received or enrollment has been substantiated or a pupil who is known to have moved out of the United States.

    *Note: A W22 is not a verified transfer if there is no immediate enrollment into a Kentucky public school beginning with the 2014-15 school year or if the subsequent enrollment is at a dropout required for enrollment program, such as the Bluegrass Challenge Academy. Beginning with the 2014-15 school year, a W29 must be used to indicate an enrollment in another state.

- W29- A pupil who has transferred to an out of state school for whom a request for student records has been received or enrollment has been substantiated

Dropouts or GED recipients- Not on Time

- W12- A pupil under the jurisdiction of the court

- W23- A pupil withdrawn for a second or subsequent time who initially withdrew as a W24 or W25 during the current school year

  W24- A pupil who has moved out of this public school district for whom enrollment elsewhere has not been substantiated

- W25- A pupil who is at least 16 years of age and has dropped out of public school

- W26-A pupil who has withdrawn from school after completing a secondary GED Option program and receiving a GED certificate

  W27-A student who has withdrawn from school and subsequently received a GED

- W28- A student who has reached the maximum age for education services without receiving diploma or alternative high school diploma CO1 or

  C01- A pupil who completes the school year in the school of the most current enrollment. No subsequent enrollment without a graduation end status (G01-G04) is a dropout.

NEW: 2013 6 Year Cohort Report

The 2013 6 year report is now available through SDRR for review. Though 6 year is not currently part of accountability, you will want to review to make sure this data is accurate. These are students who were scheduled to graduate in 2013. To check this report, you can narrow your review to the Not on Time students to make sure there are no students on this list that graduated in 4, 5 or 6 years. This data will be open for tickets when the 2014 5 year and 2015 4 year are open. That date will be at the end of the current 2014-2015 school year.

NEW- Future Cohort Student Listings

These reports are now available in the SDRR Cohort menu. **They are for informational purposes only.** Remember that the cohort year is assigned based upon the first time enrollment in grade 9. The accountability for these students will not be determined until the end of the cohort year. Therefore these reports do not represent the final student listing that you will see during that last year.   For example the 2016 preliminary report will not show final data until after July 31, 2016 for four year reports and July 31, 2017 for five year reports.

How to use these new reports for data quality

To check data quality, you will initially look at the students who are not on time. You will follow the steps below to identify these students.

1. Choose the district and school for the report that you wish to review. 2. Choose Accountable. 3. Chose On Time set to No and
4. Choose Participated (this will remove Foreign Exchange Students).

Once you apply this filter, this will show the students that are not on time and will not count positively if they do not graduate on time. Since these are **preliminary reports**, these students will have until the end of the cohort year to graduate on time. For example, any student on the 2016 report will need to graduate prior to July 31, 2016 to graduate on time for the four year report and July 31, 2017 to graduate on time for the five year report.

Once you are finished reviewing not on time students, you can review the data for the on-time students (by using the steps above with the exception of choose On Time equal to Yes.

Questions

For questions regarding password or access, contact local district WAAPOC. For Cohort specific questions, send an e-mail to our KDE Assessment mailbox at kdeassessment@education.ky.gov or contact our Division of Support and Research at 502-564-4394. For data specific questions, contact Tina Logan at 502-564-9853 extension 4740 or David Curd at 502-564-9853 extension 4744.